

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

COURT REPORTING & RECORDING DIVISION

500 INDIANA AVENUE, N.W., ROOM 5500,

WASHINGTON, D.C. 20001

PHONE NUMBER (202) 879-4744

REQUEST FOR TRANSCRIPT

NAME OF CASE: _____ CASE NUMBER: _____

PRESIDING JUDGE: _____ REPORTER/TAPE _____ COURTROOM: _____

PROCEEDING DATE(S): _____ TIME OF PROCEEDINGS: _____

REQUESTED PORTION/BLOCK: _____

NAME AND ADDRESS OF ORDERING PARTY:

First Name _____ Last Name _____

E-mail address: _____

Company _____ Telephone Number _____

Street Address _____

City _____ State _____ ZIP _____

TO BE COMPLETED BY COURT REPORTING & RECORDING DIVISION STAFF

APPROXIMATE LENGTH OF PROCEEDINGS: _____ x 40pph = _____

COSTS ARE ESTIMATED

TYPES OF ORDER

			<u>PAGES</u>		<u>EST. COST</u>	<u>DEPOSIT</u>
REGULAR	30 (appeal 60) calendar days	\$3.30 x	_____	=	\$ -	\$ -
INTERMEDIATE	15 calendar days	\$3.55 x	_____	=	\$ -	\$ -
EXPEDITE	7 calendar days	\$4.40 x	_____	=	\$ -	\$ -
EXPRESS	3 business days	\$4.65 x	_____	=	\$ -	\$ -
DAILY	9:00 am following business day	\$5.50 x	_____	=	\$ -	\$ -
COPY*	Regular or Expedite Delivery	\$.83 x	_____	=	\$ -	\$ -
SECOND COPY*	Regular or Expedite Delivery	\$.55x	_____	=	\$ -	\$ -
COPY*	Daily Delivery	\$1.10 x	_____	=	\$ -	\$ -
SECOND COPY*	Daily Delivery	\$.83 x	_____	=	\$ -	\$ -
*Paper _____ ASCII _____ CONDENSED PAGE _____			_____		\$ -	\$ -

NOTES:

- 1.) You must pay for any portion of a transcript that was completed prior to your written notice of cancellation.
- 2.) Appeal transcripts will not be filed with the Court of Appeals until payment is made in full.
- 3.) You will be asked for a deposit of one half the estimated cost, based upon the time length of proceedings.
- 4.) Failure to order a transcript in a timely fashion may result in the transcript not being available for your hearing date.
- 5.) Payments to Court Reporters may be in the form of cash, money order, or check (made payable directly to the Court Reporter) for transcripts produced by Court Reporters. Payments for transcripts produced by the Transcription Branch can be made in JM-170. and are to be made payable to the Clerk of the Court. Payment can be made by check (attorneys only; include bar number on check), money order, or cash. Balances must be paid before picking up transcripts.
- 6.) Transcript Requests received after 4:00 p.m. are considered a transaction of the next business day.